

## MEETING NOTES

**Date of Meeting:** July 1, 2004  
**Project:** NEEDS ASSESSMENT COMMITTEE  
**Location of Meeting:** Shelby County Building, 8<sup>th</sup> floor Conference Room

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### **PARTICIPANTS:**

#### Committee Members:

Commissioner David Lillard	Dr. Tom Glass
Commissioner Deidre Malone	Mr. Jay Weatherington
Mr. John Fowlkes	Mr. Cato Johnson
Mr. Scott Fleming	Mr. Nick Clark
Mr. David Pickler	Mrs. Nisha Powers

#### Presenters:

Mayor A C Wharton	Dr. Carol Johnson, MCS
Mr. Bobby Webb, SCS	Ms. Patrice Johnson, MCS
Mr. Richard Holden, SCS	Mr. Tom Marshall, EFS
Ms. Maura Sullivan, SCS	Mr. Jimmy Tucker, EFS

### **ITEMS DISCUSSED:**

1. The meeting was called to order by the Chairman of the committee, Mr. Scott Fleming who distributed the agenda for the meeting.
2. Mayor Wharton made the following introductory comments to outline the purpose of the committee:
  - a. This is the first time in County government that capital needs will be assessed before requests are made.
  - b. Committee should establish a formula to determine how state funds should be allocated.
  - c. Committee should set criteria prior to considering requests, so as not to favor one system over another.
  - d. Committee should establish a rigid queuing system to set priorities 3-5 years ahead of time.
3. Mr. Fleming reviewed the Committee's by-laws that were drafted by Mr. John Fowlkes so as to be clear about the purpose of the committee.

4. Mr. Johnson made a motion for the approval of the June meeting minutes, and Commissioner Deidre Malone seconded the motion. Meeting minutes were approved.
5. Mr. John Fowlkes reviewed the Rules & Procedures and outlined the critical information in the Resolution for the Committee. Mr. Nick Clark made the motion for approval of the by-laws, and Mr. Johnson seconded the motion. The by-laws were approved. John Fowlkes will submit the final version to the Committee.
6. Mr. Clark made the motion to nominate Mrs. Nisha Powers to serve as the Secretary for the Committee, and the motion was seconded by Mr. Johnson. This allowed Mr. Clark to be nominated for the Co-Vice Chair position. Mr. Jay Weatherington made the motion to nominate Mr. Clark to serve as Co-Vice Chair, and the motion was seconded by Mr. Johnson. Both motions passed unanimously.
7. As scheduled, representatives from both the Shelby County Schools and the Memphis City Schools were in attendance to present their current methods and procedures. Mr. Fleming requested that Mr. Bobby Webb begin his presentation.
8. Mr. Webb began the County presentation with an introduction by Mr. David Pickler. Mr. Webb introduced Mr. Richard Holden and Ms. Maura Sullivan who provided the Committee with a PowerPoint presentation. An informal setting allowed for Committee members to ask questions as the presentation was being made. The presentation is attached. Some of the issues raised by Committee members are as follows:
  - a. Mr. Johnson indicated that we need to identify "Best Practices" in school systems that can be used. Ms. Sullivan indicated that the Mayor's suggestion was to look at Ohio as an example.
  - b. Mr. Clark asked if the County evaluated their statistics over a period of 3-5 years. Ms. Sullivan stated that they did not. Mr. Pickler noted that Ms. Sullivan provides the School Board with projections in December for the school year beginning in September.
  - c. Ms. Patrice Robinson noted that it would be good for the City Council and County Commission to know how many students will be generated at both school systems before new development is approved. She added that this is not to discourage development, but to allow better planning. Mr. Holden indicated that during Mayor Rout's administration a consultant from Washington D.C., with involvement from OPD, performed a comprehensive study of growth and financing of suburban growth.
  - d. Mr. Clark asked if the budget cuts have required deferred maintenance programs, and if so is that costing more in the long run. Mr. Holden indicated

- that they are seeing more and more breakdowns in HVAC equipment and leaking roofs due to delays and that they do not have a way to quantify how much more it is costing to defer.
- e. Mr. Clark asked if a rolling plan can be used. Mr. Holden indicated that the capital plan is dynamic and changes as trends change.
  - f. Mr. Clark asked if the process to acquire land and complete design of a school can occur prior to funding approval for entire process. Mr. Holden stated that they do not have that flexibility, but that would be helpful.
  - g. Commissioner David Lillard noted that land acquisition is a key area to look at "Best Practices." Income stream for a particular tax, etc. can be allocated to purchase land. No allocation of specific funds for capital needs exists now. Funding is strictly based on bond schedules. No assessment exists to match needed funding with a specific income stream. This causes a system of patchwork taxes.
9. Mr. Webb concluded the County's presentation and provided the Committee with the CIP for the County Schools.
10. Mr. Fleming suggested a 10 minute recess prior to the City's presentation.
11. Dr. Johnson was introduced. She remarked that she is in the process of filling leadership gaps in the systems. She noted that the City varies from the County in that the City does not have any new development, but that they are faced with addressing new trends in demographics such as the increase in the Latino population. She added that the City Schools are choice driven and the City's process received input from public early in the process whereas the County receives input later in the process.
12. Dr. Johnson discussed three specific issues as follows:
- a. Facilities: must meet educational needs
  - b. Program: looking at alternative school spaces and technology
  - c. Interface with policy makers: economic dev., housing dev., etc.
13. Dr. Johnson introduced the City's consultants to discuss specific issues. The consultant, EFS, is a joint venture with Mr. Tom Marshall and Mr. Jimmy Tucker.
14. Mr. Marshall began the presentation by stating some of the items they were charged with addressing, are as follows:
- a. Why does it cost more to build schools in the City vs. the County?

- b. Developing new plan
  - c. Established six measures of accountability to include design guidelines, geotechnical report requirements, furniture and equipment guidelines, etc.
15. EFS has established Priority I areas that require immediate attention related to maintenance and construction issues at each of the City schools. However, funding is inadequate to perform the necessary work, even without the ADA requirements. Therefore, the Priority I areas will be further narrowed down to a list that is in line with the available funds.
  16. Dr. Johnson indicated that it takes \$3M to take over schools from the County due to changes in phone systems, changes in software systems for attendance tracking, etc. Most of these costs are not construction related.
  17. Mr. Webb stated that the County and the City need to work closely in addressing annexation areas.
  18. Mr. Clark inquired about evaluation of IBC 2003 Edition that is being considered by the State that will require major changes in seismic requirements. Mr. Marshall stated that local amendments will be allowed.
  19. Commissioner Lillard stated that the Physical Needs Assessment and prioritization completed by EFS was great and that it should be done for every school because it helps anticipate funding needs.
  20. Mr. Fleming thanked the presenters and attendees and indicated that the Committee needs to develop a Strategic Plan to move forward. He requested that a representative from the County and City school system be identified to attend future Committee meetings.
  21. Mr. Fleming suggested that two Subcommittees be established as follows:

Development Guidelines Subcommittee:

Nick Clark, Chair  
Tom Glass  
Patrice Robinson  
David Picker  
Jimmy Tucker  
Richard Holden  
Nisha Powers

Land Acquisition Subcommittee:

Cato Johnson, Chair  
Comm. Malone  
Comm. Lillard  
Tom Marshall  
Jay Weatherington

22. The Chairman thanked everyone for attending and reminded the Committee of the next meeting date of August 5, 2004.

These notes represent my understanding of items discussed and conclusions reached. Participants are requested to review these items and advise of necessary corrections or revisions.

**Signed:** \_\_\_\_\_ **Date:** August 1, 2004  
Nisha Powers